

CDBG-R SUBMISSION TEMPLATE **& CHECKLIST**

The American Recovery and Reinvestment Act of 2009 ("Recovery Act") was signed into law by President Obama on February 17, 2009. The Recovery Act awards \$1 billion in CDBG Recovery (CDBG-R) funds to be distributed to cities, counties, insular areas and states, of which \$10 million has been reserved by HUD for its administrative costs and \$10 million of which will be awarded to Indian tribes. Recipients of the remaining \$980 million of CDBG-R funds will be the approximately 1,200 jurisdictions that received CDBG funding in Fiscal Year 2008. This template sets forth the suggested format for grantees receiving funds from CDBG-R. A complete submission contains the information requested below, including:

- (1) The CDBG-R Substantial Amendment (template attached below)
- (2) Spreadsheet for Reporting Proposed CDBG-R Activities (see <http://www.hud.gov/recovery>)
- (3) Signed and Dated Certifications (see <http://www.hud.gov/recovery>)
- (4) Signed and Dated [SF-424](#).

Grantees should also attach a completed CDBG-R Substantial Amendment Checklist to ensure completeness and efficiency of review (attached below).

THE CDBG-R SUBSTANTIAL AMENDMENT

Jurisdiction(s): Urban County of Macomb	CDBG-R Contact Person: Michael Rozny
Jurisdiction Web Address: • www.macombcountymi.gov/MCPED/Documents	Address: 7th Floor, Administration Bldg. One S. Main St. Mt. Clemens, MI 48043
	Telephone: 586/469/6451
	Fax: 586/469/6787
	Email: Mike.Rozny@macombcountymi.gov

ENSURING RESPONSIBLE SPENDING OF RECOVERY ACT FUNDS

Funding available under the Recovery Act has clear purposes – to stimulate the economy through measures that modernize the Nation’s infrastructure, improve energy efficiency, and expand educational opportunities and access to health care. HUD strongly urges grantees to use CDBG-R funds for hard development costs associated with infrastructure activities that provide basic services to residents or activities that promote energy efficiency and conservation through rehabilitation or retrofitting of existing buildings. While the full range of CDBG activities is available to grantees, the Department strongly suggests that grantees incorporate consideration of the public perception of the intent of the Recovery Act in identifying and selecting projects for CDBG-R funding.

A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES

Grantees must provide information concerning CDBG-R assisted activities in an electronic spreadsheet provided by HUD. The information that must be reported in the spreadsheet includes activity name, activity description, CDBG-R dollar amount budgeted, eligibility category, national objective citation, additional Recovery Act funds for the activity received from other programs, and total activity budget. An electronic copy of the spreadsheet and the format is available on HUD’s recovery website at <http://www.hud.gov/recovery>.

B. CDBG-R INFORMATION BY ACTIVITY (COMPLETE FOR EACH ACTIVITY)

- (1) Activity Name: (Grantees should follow the same order that activities are listed in the Spreadsheet for Reporting Proposed CDBG-R Activities – this will allow HUD to easily match activity narratives with the information provided in the spreadsheet.)

Activity #1 – SBTDC Small Business Fast Trac Training Initiative

- (2) Activity Narrative:

In addition to the Spreadsheet for Reporting Proposed CDBG-R Activities, grantees must provide a narrative for each activity describing how the use of the grantee's CDBG-R funds will meet the requirements of Title XII of Division A and Section 1602 of ARRA. The grantee's narrative must also state how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit in relation to the CDBG-R funds obligated, and will address the Recovery Act, by: **Rekindling the entrepreneurial spirit, and directly combating a long-term and accelerating decline in the Detroit metropolitan economy.**

Macomb County administers an established and highly successful Small Business and Technology Development Center (SBTDC), which counsels prospective and existing businesses. It would like to continue and expand this service to help recently dislocated, and long-term unemployed, workers to learn and understand how to establish and successfully administer a small business. It has always wanted, but never been able, to provide seed money for business start-up costs, for especially promising graduates.

The SBTDC is part of the recently created New Economy Initiative for Southeast Michigan, which recently teamed with the Ewing Marion Kauffman Foundation to create 400 new companies in SE Michigan over the next three years. The Kauffman Foundation is esteemed for its highly effective entrepreneurship program, and we are delighted to partner with them.

This program would target dislocated and unemployed workers for 10 weeks (with a minimum of 30 contact hours) of intensive business training. Spreading the instruction over time helps enrollees absorb and master course content, and begin to formulate applications for their businesses. Enrollees could compete for seed loans that could be used to match private financing and their own investment in their businesses. This training could also augment Michigan's No Worker Left Behind (a much more formalized educational program) to provide participants with educational credentials in addition to the hard businesses skills required in the marketplace.

Specifically, the SBTDC Small Business Fast Trac Training Initiative would provide 3 complete business development series per year, with 25 students in each class. We therefore expect to fully train 75 students per year over 3 years. Tuition costs \$700 with a possible 50% offset from the Kauffman Foundation. The remaining CDBG-R funding would be applied to the previously referenced seed loans. Up to 30% of the project allocation could benefit dislocated workers who may not necessarily be lower-income, but are at risk of losing their ability to participate in the mainstream economy.

- Preserving and creating jobs and promoting economic recovery: **the activity will create businesses and, consequently, jobs for County residents.**
- Assisting those most impacted by the recession; **the activity will directly address the needs of those who have recently been laid off, and are willing to go through an intensive educational**

process. Graduates will be well-prepared to form businesses based on sound business principals, thereby enhancing their chances of success. Seed loans for highly competitive ideas will further enhance the prospects of success.

- Providing investment needed to increase economic efficiency; graduates will have sound business skills and a basis to formulate and execute their business plans. CDBG-R financed seed loans for highly competitive graduates will, assuming a less constrained credit and lending environment, enhance ability to obtain private or public financing for their projects. These loans would provide private financing at an expected ratio of one-to-one. This will ensure sufficient startup capital.
 - Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits; the activity does not necessarily address this factor.
 - Minimizing or avoiding reductions in essential services; or the activity must be viewed as a long-term investment which will show empirical results upon graduation, assuming improvements in the local economy.
 - Fostering energy independence. The activity will not directly foster energy independence, although, given the background of many whom could reasonably be expected to enroll, and given the region's strengths, it would not be surprising to see business plans developed that would address enhanced manufacturing with more efficient products with enhanced efficiency quotients, and alternative fuels.
- (3) Jobs Created: (Report the number of full- and part-time jobs estimated to be created and retained by the activity (including permanent, construction, and temporary jobs). Some 225 people will be enrolled over three years. If 33% establish successful businesses, with 3 employees each, after 2 years of inception, 225 jobs would be created.
- (4) Additional Activity Information: (A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.) Not applicable to this activity.
- (5) Responsible Organization: (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

Contact: Donald Morandini
Regional Director, Macomb Small Business & Technology Development Center
Deputy Director, Macomb County Dept. of Planning & Economic Development
7th Floor, Administration Building
One S. Main St.
Mt. Clemens, MI 48043

586/469/5118 (ph.) 586/469/6787 (fax)
Don.Morandini@macombcountymi.gov

- (1) Activity Name: (Grantees should follow the same order that activities are listed in the Spreadsheet for Reporting Proposed CDBG-R Activities – this will allow HUD to easily match activity narratives with the information provided in the spreadsheet.)

Activity #5 – Planning and Administration

- (2) Activity Narrative:

In addition to the Spreadsheet for Reporting Proposed CDBG-R Activities, grantees must provide a narrative for each activity describing how the use of the grantee's CDBG-R funds will meet the requirements of Title XII of Division A and Section 1602 of ARRA. The grantee's narrative must also state how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit in relation to the CDBG-R funds obligated, and will address the Recovery Act, by: **A total of \$44,975, or 10% of the CDBG-R, will be used to pay reasonable costs of developing the program and for program administration, including environmental reviews (as necessary), project oversight, and reporting. Due to the nature of this activity, the narratives requested below are not applicable and no response is offered.**

- Preserving and creating jobs and promoting economic recovery;
- Assisting those most impacted by the recession;
- Providing investment needed to increase economic efficiency;
- Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits;
- Minimizing or avoiding reductions in essential services; or
- Fostering energy independence.

- (3) Jobs Created: (Report the number of full- and part-time jobs estimated to be created and retained by the activity (including permanent, construction, and temporary jobs). **The activity's nature will not directly lend itself to job creation and this item is therefore considered to be inapplicable.**

- (4) Additional Activity Information: (A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.) **This activity will not directly address this item and the question is therefore considered to be inapplicable.**

- (5) Responsible Organization: (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

Contact Person: Michael Rozny, Community Development Manager
Macomb County Dept. of Planning & Economic Development
7th Floor, Administration Building
One S. Main St.
Mt. Clemens, MI 48043

586/469/6451 (ph)

586/469/6787 (fax)

Mike.Rozny@macombcountymi.gov

C. PUBLIC COMMENT

Provide a summary of public comments received to the proposed CDBG-R Substantial Amendment.

Note: A Proposed CDBG-R Substantial Amendment must be published via the usual methods and posted on the jurisdiction's website for no less than 7 calendar days for public comment.

Response: [To be determined.](#)

CDBG-R Substantial Amendment Grantee Checklist

For the purposes of expediting review, HUD asks that applicants submit the following checklist along with the CDBG-R Substantial Amendment, Spreadsheet for Reporting Proposed CDBG-R Activities, and SF-424.

Contents of a CDBG-R Action Plan Substantial Amendment

Jurisdiction(s): Urban County of Macomb Jurisdiction Web Address: • www.macombcountymi.gov/MCPED/Documents	CDBG-R Contact Person: Michael Rozny Address: 7th Floor, Administration Bldg. One S. Main St. Mt. Clemens, MI 48043 Telephone: 586/469/6451 Fax: 586/469/6787 Email: Mike.Rozny@macombcountymi.gov
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The elements in the substantial amendment required for the CDBG recovery funds are:

A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES

Does the submission contain a paper copy of the Spreadsheet for Reporting Proposed CDBG-R Activities?

Yes ☒ No ☐ Verification found on page [Attached File](#)

Does the submission include an electronic version of the Spreadsheet for Reporting Proposed CDBG-R Activities sent to the email box CDBG-R@hud.gov?

Yes ☒ No ☐ Date Spreadsheet was emailed: _____

Does the Spreadsheet for Reporting Proposed CDBG-R Activities include, for each activity:

- amount of funds budgeted for each activity, including CDBG-R funds, any additional Recovery Funds used and total activity budget,
 Yes ☒ No ☐ Verification found on page(s) [Attached Spreadsheet](#)
- the Eligibility citation (eligibility regulatory cite or HCDA cite),
 Yes ☒ No ☐ Verification found on page(s) [Attached Spreadsheet](#)
- the CDBG national objective citation,
 Yes ☒ No ☐ Verification found on page(s) [Attached Spreadsheet](#)

B. CDBG-R INFORMATION BY ACTIVITY

Does the submission contain information by activity describing how the grantee will use the funds, including:

- a narrative for each activity describing how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit,
Yes ☒ No ☐ Verification found on page(s) [p. 3](#)
- projected number of jobs created for each activity,
Yes ☒ No ☐ Verification found on page(s) [p. 4](#)
- whether an activity will promote energy efficiency and conservation,
Yes ☒ No ☐ Verification found on page(s) [p. 4](#)
- the name, location, and contact information for the entity that will carry out the activity,
Yes ☒ No ☐ Verification found on page(s) [p. 4](#)
- evidence that no more than 10% of the grant amount will be spent on administration and planning,
Yes ☒ No ☐ Verification found on page (s) [p. 5 and Spreadsheet](#)
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes ☒ No ☐ Verification found on page (s) [No proposed Public Services](#)
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,
Yes ☒ No ☐ Verification found on page (s) [p. 3 and end of checklist. Optional Certification for Urgent Needs will be submitted.](#)

C. PUBLIC COMMENT PERIOD

Was the proposed action plan amendment published via the jurisdiction's usual methods and on the Internet for no less than 7 calendar days of public comment?

Yes ☒ No ☐ Verification found on page(s) [p. 6](#)

Is there a summary of citizen comments included in the final amendment?

Yes ☒ No ☐ Verification found on page(s) [p. 6](#)

D. CERTIFICATIONS

The following certifications are complete and accurate:

- | | | |
|-------------------------------------------|-----------------------------------------|-----------------------------|
| (1) Affirmatively furthering fair housing | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (2) Anti-displacement and relocation plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (3) Drug-free Workplace | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (4) Anti-lobbying | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (5) Authority of jurisdiction | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (6) Consistency with plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

(7) Section 3	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(8) Community development plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(9) Following a plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(10) Use of Funds	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(11) Excessive Force	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(12) Compliance with anti-discrimination laws	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(13) Lead-based paint procedures	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(14) Compliance with laws	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(15) Compliance with ARRA	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(16) Project selection	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(17) Timeliness of infrastructure investments	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(18) Buy American provision	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(19) Appropriate use of funds for infrastructure investments	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(20) 70% of CDBG-R for LMI	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Optional Certification		
(21) Urgent Need	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

D. STATE CERTIFICATIONS (NOT APPLICABLE)

The following certifications are complete and accurate:

(1) Affirmatively furthering fair housing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(2) Anti-displacement and relocation plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(3) Drug-free Workplace	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(4) Anti-lobbying	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(5) Authority of State	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(6) Consistency with plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(7) Section 3	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(8) Community development plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(9) Consultation with Local Governments	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(10) Use of Funds	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(11) Excessive Force	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(12) Compliance with anti-discrimination laws	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(13) Compliance with laws	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(14) Compliance with ARRA	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(15) Project selection	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(16) Timeliness of infrastructure investments	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(17) Buy American provision	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(18) Appropriate use of funds for infrastructure investments	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(19) 70% of CDBG-R for LMI	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Optional Certification		
(20) Urgent Need	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>